



# Admissions Policy 2025-26

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**MORE  
HOUSE  
SCHOOL**

KNIGHTSBRIDGE

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# 1. Introduction

More House School is a nurturing and creative-thinking day school for girls aged 9-18 in the heart of Knightsbridge in London.

We provide a safe and supportive environment that embraces and respects people of all faiths or none. We have an excellent reputation for pastoral care. Within this framework, our pupils have the space to explore and develop their ethical, moral, and spiritual values. They come to understand the benefits of tolerance and respect, the significance of human dignity, and the duty of care that all leaders should demonstrate. They know what they stand for and appreciate the importance of their uniqueness.

Our overriding aim is to ensure that every pupil who joins More House is capable of accessing and achieving in the full breadth and depth of the curriculum, both academic and co-curricular; this forms the basis of our Admissions Policy.

Bursaries are available to enable as many as possible, who meet the admissions criteria, to attend More House School.

All enquiries, visits, registrations and admissions to More House are communicated and managed via the Admissions Department.

Please also refer to the following policies available on the More House website or via the Admissions Department:

- Bursary Award Policy and Procedures;
- Equity, Diversity and Inclusion Policy;
- Special Educational Needs and Disability (SEND) Policy, and
- Scholarship Programme Policy.

## Religious beliefs

Although More House is a Catholic school, the School welcomes applications from prospective pupils of all faiths and of no faith. More House does not select for entry on the basis of religious beliefs.

# 2. Aims

The aims of this policy are:

- To ensure compliance with the School's charitable purposes;
- To explain how to apply for a place at More House School, and
- To set out More House School's Admissions procedure.

To ensure that our practices remain up to date and in line with national government guidelines, such as those relating to safeguarding, this policy may be amended from time to time. Any changes are reviewed in consultation with the Board of Governors, who review and approve this Admissions Policy annually.

## 3. Terminology

The School or We: means More House School

Parents: means any person who had legal responsibility for the applicant, and as such, would sign the Acceptance Form, Parent Contract and accept responsibility for a applicant's attendance while a pupil at More House School.

## 4. The Entry Procedure

More House is a non-selective school. However, our Admissions process is designed to identify pupils who are able to benefit from our balanced and well-rounded education, both academically and personally, and to make a positive contribution towards the life of the School.

The main points of entry are at (Pre-Senior (Year 5), 11+ (Year 7) and 16+ (Lower Sixth)).

Occasional places may occur at other, non-standard, entry points. Enquires should be made via the admissions department. Non-standard entry is available at Year 6 and between Years 8 and 10. Where there are exceptional circumstances, pupils may join the School at other times, the Head will consider the case and exercise their discretion. Any place will be subject to availability and the academic and social suitability of the applicant. In all circumstances, we will seek references from the applicant's current school.

In exceptional circumstances, a pupil may be considered for admission to a Year group that does not align with their chronological age, if it is deemed to be in the best interests of their development. Parents should write to the Head, who will review the case and exercise discretion accordingly.

If a pupil is registered for, but does not join More House School, Parents will be required to reapply to join the School. This includes paying the non-refundable registration fee a second time.

### 4.1 Registration

Registration for all entry points is online via the School website: [www.morehouseschool.org.uk](http://www.morehouseschool.org.uk)

Registration opening and closing dates for different entry points are posted on the School website and are adhered to by the School. We acknowledge receipt of registrations by email.

### 4.2 Pre-Senior (Years 5) Entry

- For entry at Year 5, parents must complete the More House Registration Form and return it to our Admissions Department along with a copy of their daughter's passport and latest School report.
- Applicants will be invited to visit the School to meet with our Head and/or Deputy Head and be given a tour of the School.
- Applicants will be invited to attend a taster day, when they will also complete two short assessments in Mathematics and English.

## 4.3 Year 7 (11+ Entry)

- More House School is part of [The London 11+ Consortium](#) and thus operates an admissions process which is coordinated with all the other members of the Consortium;
- All candidates sit the 11+ Common Entrance Test, which they can choose to complete either at their own school (if this is offered) or at More House. They are also invited to attend a [Selection Day](#) at More House;
- To apply for a Year 7 place at More House, the first step is to complete and return the [Registration Form](#) and [Entrance Test Form](#) as soon as possible in the year preceding the desired year of entry, but no later than the closing date for admissions. Key dates for the 11+ procedure can be found on our website.
- Both forms must be completed in full, and a non-refundable registration fee of £150.00 must be paid preferably by bank transfer to the More House bank account detailed on the [Registration Form](#). A copy of the candidate's passport, a copy of her latest school report and any visa required must also be sent, along with proof of payment of the Registration Fee.
- The above should be emailed to the School's Director of Admissions and Marketing at [registrar@morehousemail.org.uk](mailto:registrar@morehousemail.org.uk).
- Once registration is complete, all applicants will be invited to our [Selection Day](#). Candidates are interviewed by a member of the Senior Leadership Team and take part in both a Creative Task and a STEAM activity.
- If candidates chose to sit their 11+ Common Entrance Test at More House, they will be sent details of this.
- Candidates eligible for additional exam time will be granted this if supporting evidence is provided, in accordance with JCQ rules, when requested by Consortium Schools.
- Following the completion of the 11+ Common Entrance Test and [Selection Day](#), and on receipt of satisfactory references from the applicant's present school, offers will be sent to parents, in accordance with The London 11+ Consortium timelines.
- A deposit of 50% of one term's fees is required to secure a place at the School, along with a signed Acceptance Form, agreeing to our Parent Contract which is available from the School website or the School's admissions department.
- Deposits are returned when pupils leave the School. Please note, the deposit is non-refundable should you choose to withdraw your daughter from the process after the deposit has been paid.

## 4.4 Occasional Places

- For entry into Years 6 and 8 to 10, these are known as occasional places.
- We encourage prospective parents and pupils to attend our [Open Events](#), but also offer individual tours of the School to families unable to attend these. As part of the visit, all prospective families are invited to meet the Head/Deputy Head for an informal discussion before applying for a place at the School.
- Admission is through an interview with the Head, either a CAT cognitive reasoning test and/or an English and Mathematics assessment, and a reference from the applicant's current school.
- To apply for a place in Years 6 and 8 to 10, the first step is to complete and return our [Registration Form](#) as soon as possible in the year preceding the desired year of entry. There is no official closing date for applications, but we encourage parents to apply as soon as possible before the desired entry point.
- The form must be completed in full, and a non-refundable Registration Fee of £150.00 must be paid preferably by bank transfer to the More House bank account detailed on the [Registration Form](#). A copy of the applicant's passport, a copy of her latest School report and any visa required should also be sent, along with proof of payment of the Registration Fee.

- The above should be emailed to the Director of Admissions and Marketing at [registrar@morehousemail.org.uk](mailto:registrar@morehousemail.org.uk).
- A deposit of 50% of one term's fees is required to secure a place at the School, along with a signed Acceptance Form, agreeing to our Parent Contract which is available from the School website or the School's admissions department.
- Deposits are returned when pupils leave the School. The deposit is non-refundable should parents choose to withdraw their daughter from the process after the deposit has been paid.

## 4.5 Sixth Form (Year 12 Entry)

- We welcome applications from Year 11 pupils to join our [Sixth Form](#).
- We encourage prospective parents and pupils to attend our [Open Events](#), but also offer individual tours of the School to families unable to attend these. As part of your visit, all prospective families are invited to meet the Head for an informal discussion before applying for a place in the More House Sixth Form.
- Admission is through an interview with the Head/Deputy Head, a reference from the applicant's current school and satisfactory predicted GCSE grades in order to meet the criteria outlined in our [Sixth Form Information Booklet](#).
- To apply for a place in Year 12, the first step is to complete and return our [Registration Form](#) as soon as possible in the academic year preceding the desired year of entry, but no later than the end of the Spring Term in that academic year.
- The form must be completed in full, and a non-refundable Registration Fee of £150.00 must be paid preferably by bank transfer to the More House bank account detailed on the [Registration Form](#). A copy of the applicant's passport, a copy of her latest school report and any visa required should also be sent, along with proof of payment of the Registration Fee.
- The above should be emailed to the Director of Admissions and Marketing [registrar@morehousemail.org.uk](mailto:registrar@morehousemail.org.uk).
- A deposit of 50% of one term's fees is required to secure a place at the School, along with a signed Acceptance Form, agreeing to our Parent Contract which is available from the School website or the School's admissions department.
- In the unlikely event that the applicant is unsuccessful in meeting our GCSE Entry Requirements, and her offer is subsequently withdrawn, your deposit will be returned in full.
- Deposits are returned when pupils leave the School. The deposit is non-refundable should parents choose to withdraw their daughter from the process after the deposit has been paid.

## 5. Success Criteria

5.1 At Year 7 (11+ Entry) as an inclusive School, every child who applies for a place at More House is invited to attend our 11+ Selection Day, meaning that each applicant has the opportunity to go through our whole Admissions Process.

5.2 We are looking for curious, well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. We value academic achievement and co-curricular endeavour in equal measure, so welcome applications from pupils with a wide variety of strengths and passions.

5.3 The School has strong traditions in sport and the creative arts, and we offer many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

5.4 We encourage applications for pupils who practice the Catholic faith, but we are a diverse community and therefore warmly welcome applications from pupils from all faiths, or none.

5.5 More House School reserves the right to not offer a place to an applicant if an unsatisfactory reference is received from the applicant's current school and/or if the School feels the applicant will not be able to contribute to all areas of school life (academic and co-curricular).

## 6. Scholarships and Bursaries

More House School offers academic scholarships and a range of scholarship grants to pupils entering the School at Years 5, 7 and 12, as detailed in our [Scholarship Programme Booklet](#).

Year 7 Scholarships at More House School:

- A 25% fee remission is available to Academic Scholars. Applications are invited for the award following Selection Day and the completion of the 11+ test.
- Scholarship grants are also available in Art, Drama, Music and Sport.

Year 12 Scholarships at More House School:

- A 25% fee remission is available to Academic Scholars. Pupils are invited to apply for the award based on predicted grades and results in mock GCSE examinations.
- Scholarship grants are also available in Art, Drama, Music and Sport.

Bursaries may be awarded by the Board of Governors in cases of financial need, subject to available funds. Please see our Bursary Award Policy and Procedures, which is available on request and on the School website.

## 7. Applications from overseas pupils

More House School currently holds a license to sponsor international students under the Child Student Sponsor route of the points-based system of immigration. A requirement of a license holder is that we must identify the nationality of all pupils and receive evidence of their right to study in the UK.

Parents are asked to state on our Registration Form whether they are currently non-UK residents and whether the applicant would be joining the School and would need to prove the child's right to study in the UK, i.e (as a dependent on a Work Permit or would require us to issue a Child Student Visa).

We support families through their visa application; however, we recommend they use third-party agencies to assist in the gathering of documentation. We outline the requirements for a Child Student Visa, and conditional offers are made dependent on the success of the application. Offers are confirmed once the visa application has proved successful and the Confirmation of Acceptance for Studies (CAS) is activated. Please note the cost of the immigration lawyer is not covered by the School.

Copies of all key documentation for a successful visa application are held by the School until one year after the pupil leaves the School.

The School retains the right in its sole discretion to terminate the place at the School at any time if a pupil does not have the appropriate immigration permission to enter and live in the United Kingdom to study at the School.

## **8. Pupils with Special Educational Needs and Disabilities**

More House does not discriminate on the grounds of race, religion or belief, culture, sexual orientation, special educational needs or disabilities;

At More House, we welcome pupils with special educational needs, provided that we can offer the support the pupil requires to access the curriculum at the pace at which it is taught

Differentiated teaching is delivered at each key stage and we also offer a wide range of specialist learning support through bespoke programmes.

## **9. Siblings and Alumnae**

More House School welcomes applications from the sisters of current and former pupils, as well as the daughters and other relatives of Old Morians. All candidates will be assessed equally and are expected to comply with all aspects of the admissions process, including published deadlines.

## **10. Open Events**

We welcome prospective parents and pupils to several Open Mornings/Evenings throughout the academic year. Dates for these can be found on the School website. Our [Admissions](#) page outlines the application process as detailed in this policy and contains links to the relevant forms needed to apply for a place at More House School in any year group.

Prospective parents who are unable to attend our open events are welcome to arrange a private tour of the School. Please contact our admissions department on +44(0) 207 235 2855, or email [registrar@morehousemail.org.uk](mailto:registrar@morehousemail.org.uk)

## 11. Waiting List

When a class or year is full, applicants will join our waiting list. Applicants are required to register and pay the non-refundable Registration Fee of £150 in order to join a waiting list.

Waiting list places are allocated in order of receipt of registration forms. The only exception is when an immediate place becomes available, in which case candidates who are able to join the School immediately will be given preference.

## 12. Fees and Payment Information

The [School Fees](#) can be found on the School website, and include school lunches.

### Payment Information

- Fees are due contractually by the first day of each term or via a prearranged [Direct Debit](#).
- A full term's notice of withdrawal (given no later than the first day of the previous term) is required in writing to the Head or a term's fees are payable in lieu of the correct notice.
- A sibling discount of up to 15% reduction on fees is given in respect of the eldest daughter when there are three (or more) sisters attending the School at the same time.

### Additional Fees

- Private music lessons are available; fees can be found on the School website and are payable to the School on a termly basis. (10 individual 30-minute lessons)
- There will be some trips available to pupils that incur an extra cost. Some of these are optional, such as evening theatre trips, while others are part of the curriculum and full attendance is expected.

Our full Parent Contract is available on our website.

## 13. Admissions Database

The School uses a Customer Relationship Management (CRM) system to manage information from the point of enquiry through to admission and throughout a pupil's time at the School to eventual departure from the School roll.

When an individual enquires about More House, their details are entered into the CRM system to enable the School to provide relevant information. All data entered into the system is used solely for the purposes of the School's admissions process and will not be shared with any third party outside the School, in accordance with current UK data protection legislation.

## 14. Complaints

More House School follows a three stage complaints procedure for pupils currently enrolled with the School.

Any prospective parent or guardian wishing to raise a complaint should follow the process for Stage 1 of the procedure (see Complaints Procedure) by contacting the Director of Admissions and Marketing in the first instance. If the parent is not satisfied by the response from the Director of Admissions and Marketing, and if the complaint warrants a more formal process, then the parent should contact the Head via a [Formal Complaints Proforma](#). The completion of the [Formal Complaints Proforma](#) will initiate the formal complaints procedure. The Head will decide, after considering the content of the [Formal Complaints Proforma](#), the appropriate course of action to take.

If the matter is still unresolved or if the complaint is concerning the Head, then the parent should refer to Stage 3 and contact the Clerk to the Governors at [clerk@morehousemail.org.uk](mailto:clerk@morehousemail.org.uk) who has been appointed by the Board of Governors to call hearings of the Complaints Panel.